



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Public Safety Driver Support Division Post Office Box 1456 Atlanta, Georgia 30301	Application Number <b>25-A</b>	
Application Number		Date Received <b>JAN 23 1978</b>	Date Completed <b>FEB 14 1978</b>
2. Person to Contact Sybil Campbell		Working Title Supervisor	Telephone Number 656-6639
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>25 (1971)</u> Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1971      Present		5. Records Series Title (followed by title used in office, if different) Insurance Certificate Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  Driver Support Division  Provides administrative and supervisory support to the Driver Services Section, Accident Reporting Section, No-Fault Insurance and Permits Section, Motor Vehicle Inspection Section, and Motor Carrier Safety Unit.  The responsibilities of the Division are directed toward the improvement of driver capabilities, motor vehicle safety, accident and enforcement reporting, and assurance of driver insurability.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:      Proving individual who was involved in a traffic accident was insured by an Insurance Company.  Included are:      Insurance Certificate File (SR21)          File is arranged:      By date of accident and alphabetically within date.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>6,000</u> ; Seven to twelve months old <u>600</u> ; Thirteen to twenty-four months old <u>50</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>9, 4x12 Drawers</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements      ↑ The following requires the series to be kept: 1 year

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

68C - To determine if subject is exempt from compliance with security provisions by virtue of having liability insurance.

12. Approved Disposition Instructions      This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

(✓) concur

( ) nonconcur

*Capt. H. H. Seale*

Director of Driver Services

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	1-23-78	<i>Lee Wilson</i>	1-23-78
Recommendations in paragraph-12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	1-23-78
State Auditor/Designee		<i>Canoe Hart</i>	2-13-78
Secretary of State/Designee		<i>[Signature]</i>	1-23-78
Attorney General/Designee			



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date Sept. 2, 1971	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DPS-07-71		Date Received OCT 6 1971	Application No. 25 Date Completed OCT 8 1971
3. AGENCY, Division, Subdivision & Administering Office Address Department Of Public Safety Suspension And Revocation Division P.O. Box 1456 Atlanta, Georgia 30301		4. Person to Contact Captain D. S. Harris AMENDED 2/14/78	5. Working Title Supervisor
		6. Tel. No. 627-3531	

## 7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1-1-67 to 9-1-71	9. EXACT SERIES TITLE SR-21 - INSURANCE CERTIFICATE FILES
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## 10. What function performed resulted in creation of this series FUNCTION:

This office is to require Un-Insured Motorist to show financial responsibility upon being involved in an accident. Office personnel send out demand for security notice to un-insured operators and owners of vehicles after a claim for damages has been filed. If the licensee fails to comply with one of the provisions of Suspension Law, a pick-up order is issued to pick up his Drivers License and Auto Tag until he complies or until one year from date of Suspension has expired and Court has certified that no suit is pending on Judgement required.

## 11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

SR-21 is filed by Insurance Co. in compliance with Safety Financial Responsibility Laws concerning proof of Insurance for an individual in an accident involvement that is insured by the Company.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				12	18.0
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) 15	In Storage Area(s)
			By Annual Accumulation	This Year's	Last Year's
				Preceding Year's	All Prior Years
5X8 Drawers	29	44.5	AVERAGE DAILY REFERENCES	300	50
				25	5

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☒ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Section 1 ( 92-A )

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area \_\_\_\_\_ month(s) / 3 year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold 2 year(s), then:

a ☒ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or \_\_\_\_\_ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area \_\_\_\_\_ year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Archives

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>L. A. W. Murrey</i>	Recommendations prepared by <i>D. H. Murrey</i>	Approved for Division Date <i>D. H. Murrey</i>	Records Management Officer Date <i>L. E. Beall</i>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>L. E. Beall</i>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Carroll Hunt</i>	Date <i>10-1-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>David J. Tipton</i>	Date <i>10-7-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date <i>10-7-71</i>